



SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES DIVISION
LEVY INSTRUCTIONS
BANK LEVY



Rod Hoops, Sheriff

☐ East and West Valley Region
157 W. 5th Street, 3rd Floor
San Bernardino, CA 92415
Bus No. (909) 387-5700
Fax No. (909) 387-5630

☐ Rancho Court Services
8303 Haven Avenue, 3rd Floor
Rancho Cucamonga, CA 91730
Bus. No. (909) 945-4440
Fax No. (909) 948-4577

☐ Desert and Mountain Region
14455 Civic Drive, Suite 400
Victorville, CA 92392
Bus No. (760) 243-8756
Fax No. (760) 243-8936

☐ Needles Court Services
1111 Bailey Avenue
Needles, CA 92363
Bus No. (760) 326-9225
Fax No. (760) 326-9239

Plaintiff/Petitioner: _____

Defendant/Debtor: _____ Case No. _____

By the authority granted under the accompanying writ, you are hereby instructed to perform the following:

Serve and Levy on:

Name of the judgment debtor(s) whose bank account is subject to this levy:

Debtor's last known Address:

Name of the Financial Institution

Address of the Financial Institution

Account No(s).if known:

Type of Bank

Account(s) ☐ Personal/Business Checking ☐ Savings ☐ Money Market ☐ Other _____

If the bank account or safe deposit account stands in the name of a person other than the defendant, either alone or together with other third persons, provide the name and address of the third person(s):

Does the Sheriff currently holding an existing writ? ☐ Yes ☐ No

If yes, please indicate below the type of levy performed on the existing writ:

ATTORNEY OR PLAINTIFF'S INFORMATION: (NO REFUNDS AFTER PROCESSING)

PRINT NAME

MAILING ADDRESS

SIGNATURE

CITY /STATE/ZIP

DATE

DAYTIME /CELL PHONE NUMBER (SEE REVERSE SIDE FOR INFORMATION)

IMPORTANT INFORMATION:

Property Description

Sheriff's Court Services requires specific description of the property to be levied upon which describes the property adequately for the sheriff to identify the property under levy. The Sheriff cannot seize property kept in a private place or in the possession of the defendant without a court order authorizing the seizure. ***Request for services to multiple addresses requires separate fees for each additional address.***

Method of Levy

The method of enforcing a Garnishment-Bank Levy and Third Party Levy under a Writ of Execution is directing the bank or third party who has possession or is in control of the debtor's personal property to deliver the personal property belonging to the debtor to the Sheriff towards satisfying a money judgment.

Service Hours

Generally, our service hours are from 6:00 am to 4:00 pm and our office hours are from 8:00 am to 4:30 pm Monday through Friday, excluding legal holidays.

Requirements

- A. Original Writ of Execution (Money Judgment-Form EJ-130) plus three copies.
- B. Letter of Instructions (Signed and Dated). ***The letter of instructions can be in the form of a letter but it is highly recommended that the Sheriff's Instructions form be used in all levy requests.***
- C. Fees: 30.00 plus any additional deposit required to perform the levy.

FOR OFFICE USE ONLY

Reviewed By: _____ Date _____